



**Finance and Administration Cabinet**  
**Executive Order 2008-011**  
**Request Form**

**Requesting Department:** 625 Department Of Highways **Record Date:** 2013-06-11

**Requestor ID:** JJN0026 **Requestor Name:** NANCY ALBRIGHT

**Short Description:** Interstate Rest Area Water & Sewer Maintenance/Repair - FY14 **Requestor Phone Number:** 502-564-4556

**Type of Request:** MEMORANDUM OF AGREEMENT (MOA) **New or Expanded?** No

**Procurement Method:** Agency Authority **Cost:** 50,000.00 **Estimate/Actual?** Estimate

**Is this Item a Replacement?** No **If so, Asset Tag#:**

**What will happen to the replaced item?**

**What Document is Requested?** Blanket Waiver

**If on Contract, Give Contract #:** See P & J

**Vendor (if any):** See P & J

**Purpose and Justification:**

6/10/2013: Modify the document to change the "Procurement Method" to "Agency Authority."

The Division of Maintenance request blanket waiver approval for all purchases, contract renewals, and establishment of new contracts associated with repairs at the Cabinets' sixteen (16) rest area facilities, eight (8) Welcome Centers, four (4) truck havens and seventeen (17) loadometer stations. These repairs may include (but not limited to) sewer lines, lift stations, water, and any other items necessary for the maintenance and upkeep of these facilities. The rest area facilities are in need of establishing and/or continuing a maintenance agreement (MOA) with the local Utility Boards for repairs and maintenance of the lift stations and sewer lines. These facilities operate on a 24-hr basis and must be maintained in a safe and sanitary environment for the traveling public and commercial vehicles.

**Current Contracts:**

Morehead Utility Plant Board PO2 605 12\*4814

Hopkinsville Water Environment Authority PO2 605 12\*4818

This request is for period July 1, 2013 - June 30, 2014.

Funding Source: Agency/Restricted

Program Code:

If Federal, Give CFDA#:

Percentage of Each Funding

Capital Account - 100%

FAC approval of a Request Form means the review required by the Executive Order has been completed, and the items or services have been authorized to begin the procurement process. Agencies must procure these items or services according to procurement policies and procedures, administrative regulations, and statutes. Special authority requests, delegations and other specific methods of procurement are not approved through this review- identifying the procurement method is for the Committee’s information only. Follow normal request procedures to obtain approval for specific methods of procurement. Funding source must be in accordance to GOPM policies, regulations and statutes.

I certify by submitting this form electronically, that an original, signed by the Cabinet Secretary or authorized agency head, is maintained at the agency level. If the agency head applies an electronic approval it is not necessary to maintain the signed original on file. In addition, the agency has considered the guidance provided by Personnel Cabinet regarding the distinction between an employee and an independent contractor before making this request, where applicable.

This request approved by:

Cabinet Secretary or Authorized Agency Head

For Agency Use: